



CIVIL WRITES

Spring Edition

March 11, 2003

Retirement Luncheon for Richard Newman

Place: Smithville Inn, Great Bay Room

Date: Friday, April 4, 2003

Time: 12:00 PM

Cost: \$25.00 per person

Menu:

- Assorted Cheeses and Fruit with Cracker
- Prime Rib, Atlantic Salmon or Chicken Marsala
- All entrees come with vegetables & roasted potatoes
- Caesar Salad & Rolls

- Hot Apple Crunch for Dessert
- Coffee and Tea
- Cash bar will be provided

Please RSVP by March 19

Checks or cash must be received By March 31 - Payable to Tammy Lusk

Contacts:



Vienna Drago,
(609) 485-6675

Lee Whilden,
(609) 485-6729

Tammy Lusk,
(609) 485-4814

Kimberly Tweedle via Email



CIVIL RIGHTS OFFICER

Richard Newman

EDITORS/ CONTRIBUTORS

**Kimberly Tweedle
ACT-9**

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Mediation



Vienna L. Drago, ACT-9, is available to speak at All Hands Meetings on the benefits of using mediation to resolve conflicts at the lowest level possible.

Please contact her at (609) 485-6675 or via cc:mail with the date and time of your next All Hands Meeting.



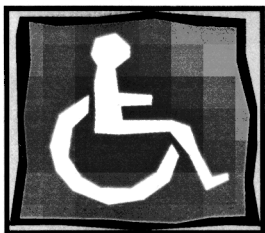
What do you know about the EEO Discrimination Complaint Process at the Technical Center?

The traditional method for resolving discrimination complaints at the Technical Center is the Equal Employment Opportunity Commission's (EEOC) administrative complaint process. The definition of resolve in this context is to find the solution or an answer to the issue or problem raised by an employee. Also, the solution or answer must completely satisfy the employee. An employee, now formally referred to as the complainant, enters this process by contacting a collateral (part time) Equal Employment Opportunity (EEO) counselor. The EEO counselor then conducts an initial interview with the complainant and describes the resolution processes available. An informal resolution is attempted. If an informal resolution is unsuccessful, the complainant may file a formal complaint. This filing results in a full investigation taking place. An investigator who works for the Departmental Office of Civil Rights conducts this investigation. The investigator reviews documents and takes depositions from the complaint, witnesses, and anyone else he or she thinks is pertinent. Once the Report of Investigation is complete, the complainant has the option of requesting an agency decision or a hearing before an EEOC Administrative Judge. Records indicate that approximately three out of five complainants choose the hearing option. Ninety percent of the hearings are conducted on-site, however, they last for two to four days depending on the severity of the allegations and the number of witnesses to be called. There are appeal processes and under certain circumstances the complaint can be filed in federal district court.

The EEO Discrimination Complaint Process is expensive. The FAA is in the process of initiating a cost accounting system so that the "cost of doing business" can be more accurately determined. Consequently, the exact cost of processing an EEO complaint is not known. However, estimates range as high as \$50K to process a single complaint from the informal stage through the final adjudication (FAA National Employee Forum, July 2000).

Mediation is an intervention conflict resolution process that is used to promote reconciliation, settlement, or compromise between conflicting parties. The major advantages of mediation include reduced costs, effective when used, the disputants control outcome, confidentiality, and the process avoids antagonism. Want to know more? Please contact Vienna Drago at (609) 485-6675.

Disability Resource Center



The Disability Resource Center, Department of Transportation, Washington DC can provide for reasonable accommodations for employees and the cost is paid by the Disability Resource Center. Please call (202) 493-0625 or TTY: (202) 366-5273 or assistance. You may also visit their Website at www.drc.dot.gov. For more information, you can call Kenneth Stroud at (609) 485-6565 or Samuel Wilson at (609) 485-6249, People with Disabilities Co-Program Managers or the Civil Rights Staff, ACT-9 at (609) 485-6675.

FAA William J. Hughes Technical Center
Resource Library Lists

FAA William J. Hughes
Technical Center Mediators

You may request training videos from the Civil Rights Office, ACT-9 at (609) 485-6675, The Diversity, Ray Stover, ACT-1A at (609) 485-4404, and The Diversity, Rosanne Weiss, AAR-400 at (609) 485-4370

Video:

- ⇒ The Communication Revolution, (ACT-1A)
- ⇒ ADR Mediation, FAA Office of Civil Rights, 30 min, (ACT-9)
- ⇒ Coping with Change in the High-Tech Environment, (ACT-1A)
- ⇒ One DOT Working better Together, 18:00 min, Closed Caption, (ACT-9)
- ⇒ Self Directed Teams, 1:10 min, (ACT-1A)
- ⇒ Do We Speak the Same Language? 20 min, (AAR-400)
- ⇒ Double Standards in Performance Appraisals, 20 min (AAR-400)
- ⇒ Gay Issues in the Workplace, 23:30 min, (ACT-9)
- ⇒ The Accountability Board Process, 16:00 min, (ACT-9)
- ⇒ Why can't We Attract & Keep People of Color? 20 min (AAR-400)
- ⇒ Will My Mentor Make A Difference? 20 min (AAR-400)
- ⇒ Framing the Future, 26 min, (ACT-1A)
- ⇒ Is It The Cement Ceiling or Is It Me? 20 min (AAR-400)
- ⇒ The Fatal Interview (recruiting people of color) 20 min (AAR-400)
- ⇒ Disability Accommodations, 2 hrs (ACT-9)
- ⇒ Reprisal, 45 min (ACT-9)
- ⇒ Windows of Change, 25 min (ACT-1A)
- ⇒ Managing Diversity, 23 min (ACT-1A)

*Al Cannizzaro, ACT-10
(609) 485-6627

Butch Dansby, ACT-70
(609) 485-6651

Bill Dawson, ACT-73
(609) 485-8508

Lou Diorio, ACT-601
(609) 485-4429

*Vienna Drago, ACT-9
(609) 485-6675

Al Jefferson, ACT-230
(609) 485-7390

****Tammy Lusk, ACT-9
(609) 485-4814**

Pat McKernan, AOS-530
(609) 485-6224

Al Oswald, ACT-300
(609) 485-7170

Nancy Proctor, ACT-230
(609) 485-6826

Roger Sherry, AOS-420
(609) 485-5924

Rosanne Weiss, AAR-424
(609) 485-4370

****Leon Whilden, ACX-20**

*Cheryl Wilkes, ACT-9
(609) 485-6676

*Leona Wilkes, ACT-9
(609) 485-8897

****All Mediators with these exceptions have had 40 hours (basic, plus fresher classes). These mediators have had 24 hours of training.**

*Also Serve as ERS Mediators

LET'S TALK !



If you would like to discuss Equal Employment Opportunity issues with Richard Newman, Civil Rights Officer, You may contact him at (609) 485-6675

INTERNET: RICHARD.NEWMAN@FAA.GOV

FAA WILLIAM J. HUGHES TECHNICAL CENTER DISABILITIES AWARENESS SECTION 508 TRAINING

BY MARY GRANESE, ACX-060

Division Secretary/LOB Coordinator - Send Information to:

MARY GRANESE

by **COB MARCH 17, 2003**

Due to an unforeseen staffing problem with the up coming Section 508 Disabilities Awareness training for April 29, 30, and May 1, see the following revised schedule. Please resend to me the day, time, and session along with your name, organization, phone number, and email address. **Sorry for any inconvenience this change may have caused you.**



The Washington Lead Training Coordinators in Section 508 Disabilities Awareness will be here on April 29, 30, and May 1. Washington has requested we collect the names of individuals that will attend the classes. You are encouraged **[it's the Law, knowledge you need to know]** to attend the up coming Section 508 Disabilities Awareness Training (History). Systems specialist [procurement, software, web, and video/multimedia] are encouraged **[this is required by Law -to perform your job according to the Law]** to attend any one of the sessions. It may be possible an individual may need to attend one of each type of training being offered. Take's OK. Everyone stationed here at the Technical Center including contractors are invited. You will receive a certificate for each segment you attend.

Who should attend this training?

*All employees History of Section 508

**Area experts ONLY need to attend Procurement [all credit card holders, Contract Specialist, Financial analyst, Administrative Officers, Program Analyst], Web [application creators, web masters, content developers, Program managers and network administrators], Software [initiators, software developers, Program Managers, and network administrators], and Video/Multimedia [video, graphics, printing personnel, content & Web developers, Program Managers]

All ACT, ACB, ACX, AAR, AOS, ATB, TSL, FAM Admins, ATQ, AIO, AF,
AT and Contractors

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FAA William J. Hughes Technical Center
Section 508 Training
April 29 through May 1, 2003
(continued from page 4)

AGENDA

Tuesday, April 29, 2003

8:30 - 9:30 a.m. History in Auditorium
9:30 - 11:45 a.m. Procurement in Auditorium
1:00 - 3:00 p.m. Video/Multimedia in Conference Room #1
1:00 - 2:00 p.m. History in Auditorium
2:00 - 4:00 p.m. Software in Auditorium

Wednesday, April 30, 2003

8:30 a.m. - 4:00 p.m. Web in Conference Room #2&3
1:00 - 2:00 p.m. History in Auditorium
2:00 - 4:30 p.m. Procurement in Auditorium

Thursday, May 1, 2003

8:30 a.m. - 4:00 p.m. Web in Conference Room #2&3
1:00 - 2:00 p.m. History in Auditorium
2:00 - 4:30 p.m. Procurement in Auditorium



CAUSES FOR DISCRIMINATION

RACE: Group of people identified by their similar physical characteristics (e.g., African-American, Caucasian or European-American, Asian-American, American Indian, etc.)

COLOR: Skin pigmentation (e.g., black, white, brown, red, tan, etc.)

RELIGION: Traditional or non-traditional beliefs or practices, or a lack of (e.g., Jewish, Christian, Moslem, Hindu, Buddhist, Pagan, Atheist, etc)

SEX: MALE/FEMALE (NOTE: Sexual harassment is a type of sex discrimination)

NATIONAL ORIGIN: Individual or Ancestral places of origin which may be identified by physical, cultural, linguistic or other characteristics (e.g., Palestinian, Vietnamese, Ethiopian, Salvadoran, Turkish, German, etc.)

AGE: Age 40 or over (e.g., DOB 3/17/57 or greater)

HANDICAP: Physical or mental impairment (e.g., blindness, manic/depressive disorder, AIDS, Multiple Sclerosis, etc) that substantially limits one or more major life activity (i.e., walking, breathing, talking, hearing, thinking, etc.)

REPRISAL: Unfavorable or unfair treatment by management related to filing an EEO complaint or participating in the EEO process.

SEXUAL ORIENTATION: Discrimination based on Sexual Orientation is a violation of DOT policy and not law. Redress can be made a union grievance, mediation or through the EEO informal process.

Alternate Dispute Resolution (ADR) Process For Non-Bargain Unit Employees



The FAA William J. Hughes Technical Center's Director has signed and implemented a program in which non-bargaining unit employees will have the option of using an Alternative Dispute Resolution (ADR) Process to resolve EEO discrimination complaints.

If a non-bargaining unit employee feels they have been discriminated against and contact an EEO counselor to begin the discrimination complaint process, they may choose to enter the ADR process. They may do so at any time during the informal counseling stage.

During initial contact, the counselor will advise the aggrieved individual of the ADR process both orally and in writing. If the counselor is unable to resolve the allegation, the aggrieved individual may then elect to enter the ADR process. If no resolution is attained during the ADR process, the aggrieved individual should contact the counselor to continue informal counseling for the remainder of time in the counseling process or for the issuance of the notice of final interview. At the end of the counseling process, the aggrieved individual will be given the notice of final interview and a notice of right to file an agency grievance or EEO complaint.

Non-bargaining unit employees may be represented at any time during the ADR process and the EEO complaint process.

If you have any questions about this ADR process, please contact the Civil Rights Staff, ACT-9 at (609) 485- 6675.

FAA WILLIAM J. HUGHES TECHNICAL CENTER'S UNION OFFICIALS

NFFE Local 1340: Lucien W. Dansby, ACX-60, (609) 485-6651

AFGE Local 2335: Harry Krumaker, ACX-44, (609) 485-8640

AFGE Local: Robert Schwartz, AOS-420, (609) 485-6157



William J. Hughes Technical Center Diversity Council



The Diversity Council is part of a continuing effort to communicate diversity information across a wider spectrum of the Technical Center population and to define Diversity and why it is so important.

Diversity simply stated, is the awareness of people of different backgrounds not only working together successfully, but also being able to appreciate their differences. The primary goal is not to have a visually diverse workforce, but a productive workforce whose composition is diverse across a wide spectrum. It also requires that we recognize not only peoples' differences but also their similarities. Respect and dignity for our fellow workers and the ability to express his or her own individuality is a fundamental issue of diversity. Our commitment is to create an environment where people can do their best work, and that means building a global organization in which differences are respected and valued. These differences create successful relations for ourselves and with our clients. The FAA believes in fostering an environment that offers the greatest opportunity for everyone, ensuring the full utilization of the work force while reducing barriers to opportunity.

The Diversity Council meets every Wednesday from 10 a.m. to 11 a.m. Among the many tasks of the members is to act as diversity advocates and also as a liaison for their respective organization.

Please regularly read the Diversity Bulletin Board for the latest Diversity issues and to help increase your knowledge base in Diversity. For more information concerning Diversity, contact Rodger A. Mingo, ACT-1A, at 609-485-6489 or Raymond Stover ACT-1A, at 609-485-4404.

We are in for an exciting time and we are looking forward to hearing from you on diversity topics.

FAA WILLIAM J. HUGHES TECHNICAL CENTER'S EMPLOYEE ASSOCIATIONS

**APAC - Asian and Pacific
American Coalition**
*President - Paul W. Tan, D.Sc,
AAR-450, (609) 485-6665*

**GLOBE - Gay Lesbian
or Bisexual Employees**
*Director - Rosanne Weiss,
AAR-424, (609) 485-4370*

***NAAN - National Native
American/Alaska Native Coalition
of Federal Aviation Employees
Representative**
*Stephen F. Beamer, ACB-720
(609) 485-5823*

***NCFAED - National Coalition
of Federal Aviation Employees
with Disabilities
Representative, Vacancy**

**NBCFAE - National Black Coalition
of Federal Aviation Employees
President**
*Kenneth W. Hitchens, ACX-51
(609) 485-6125*

**NHCFAE - National Hispanic
Coalition of Federal Aviation
Employees**
*President - Magda Colon,
ACB-540, (609) 485-8040/6910*

**NSBE - National Society of
Black Engineers**
*President - Jamaal Lipscomb,
ACB-730, (609) 485-7812*

**TWO - Technical Women's
Organization**
*President - Marie Sharpe,
AOS-400, (609) 485-6954*

***Currently, there is no local chapter.**

Mr. Stephen F. Beamer is the FAA
William J. Hughes Technical
Center's Representative for the
Coalition.

FAA WILLIAM J. HUGHES TECHNICAL CENTER'S SPECIAL EMPHASIS PROGRAMS



FWP- Federal Women's Program: Program Manager, Carolyn Pokres,
ACX-020, (609) 485-8944

HEP- Hispanic Employment Program: Program Manager, Anthony Rodríguez,
ACB-820, (609) 485-5396

PWDP- People With Disabilities Program: Co-Program Managers, Kenneth L. Stroud,
ACH-001, (609) 485-6565, and Samuel L. Wilson, ACB-820, (609) 485-6249

"CIVIL WRITES" NEWSLETTER



Performance Management Reporting System (PMRS)



**Deadline is
April 14, 2003**

If you have any suggestions for an article or would like to submit an article, please E-Mail:

kimberly.tweedle@faa.gov

Tammy.lusk@faa.gov

or write: FAA William J. Hughes Technical Center, Ms. Kimberly B. Tweedle or Mrs. Tammy Lusk, Civil Rights Staff, ACT-9, Atlantic City International Airport, NJ 08405



The PMRS provides valuable FAA Equal Employment Opportunity demographics in summary form, by lines of business, and also by region/centers as generated by the Consolidated Personnel Management Information System. Most of the charts used in this newsletter were taken from the PMRS.

On a quarterly basis, each organization will be able to track its progress in addressing employee under representation and assess the impact of our workforce employment initiatives. PMRS also includes trend data. You can access the PMRS on the FAA intranet web site at:

<http://pmrs.faa.gov/index.htm>

The default browser is Microsoft Internet Explorer. First time users will need to load the system on their computers by following the instructions on the web site.

MODEL WORK ENVIRONMENT (MWE) SESSION: "COMMUNICATING WITH THE DEAF" BY KIMBERLY TWEEDLE, LECTURER CIVIL RIGHTS STAFF, ACT-9

We need to work toward learning and encouraging each other about deaf people at the workplace. We must carry on this struggle. No fear !!

The availability of
Ann Maselli
Sign language Interpreter

Date: **Thursday, March 20, 2003**

Place: **ACT-1 Conference Room**

Time: **10:00 am - 11:30 am**

Space is limited. Please contact Vienna Drago, at (609) 485-6675, to sign up.



Transportation Security Administration(TSA)
EEO New hotline/online service

**FAA WILLIAM J. HUGHES
TECHNICAL CENTER'S
CIVIL RIGHTS STAFF, ACT-9**

TSA has established an EEO online/hotline
service to address EEO Internal concerns.
TSA Employees and applicants

Address:

Transportation Security Administration
TSA-6 (ATTN: Arlene E. Austin)
400 Seventh Street Southwest
Washington, DC 20590

Toll-free EEO Hotline: 1-877-336-4872
(1-877-EEO 4 TSA)

Online reporting:
<http://www.zt-inc.com/complaint>

Thank you!



Richard Newman
Civil Rights Officer
(609) 485-6675/4447

E-mail:
richard.newman@faa.gov

Tammy Lusk
Equal Employment
Opportunity Specialist
(609) 485-4814

E-mail:
tammy.lusk@faa.gov

Kimberly B. Tweedle
Administrative
Support Assistant
(609) 485-7454 (TTY)
Extension for 711 (Relay Service)

E-mail:
kimberly.tweedle@faa.gov

Vienna L. Drago
Equal Employment
Opportunity Assistant
(609) 485-6675/4815

E-mail:
vienna.drago@faa.gov

Lee Whilden
Computer Specialist
(609) 485-6729

E-mail:
leon.whilden@faa.gov



Congratulations
to Ken Stroud,
EEO Counselor.

Ken received a
Time Off Award for his counseling
efforts with the Federal Air Marshals
(FAMS) by the Civil Rights Officer,
Richard
Newman.



R to L: Richard Newman, Officer of Civil
Rights, ACT-9, and Ken Stroud,
EEO Counselor, ACH-001.

FAA WILLIAM J. HUGHES TECHNICAL CENTER'S
OFFICE OF CIVIL RIGHTS, ACT-9

EEO COUNSELORS - MARCH 2003

NAME:	TELEPHONE NUMBER:	ORGANIZATION:
Yulanda L. Beale	(609) 485-5218	ACB-820
James L. Crawford	(609) 485-8626	ACX-051
Luci Holemans	(609) 485-6590	ACB-540
Carolyn S. Pokres	(609) 485-8944	ACX-020
Alanna B. Randazzo	(609) 485-5298	AOS-540
Shelia F. Smallwood	(609) 485-4126	ACB-300
Baxter R. Stretcher	(609) 485-5341	ACB-630
Kenneth L. Stroud	(609) 485-6565	ACH-001
Merkia J. Weathers	(609) 485-5224	ACB-710
Samuel L. Wilson	(609) 485-6249	ACB-820

Federal Law prohibits discrimination against employees and applicants for Federal employment or job opportunities on the basis of race, religion, color, sex, national origin, age (over 40), handicap (physical or mental), or reprisal.

Federal Law prohibits restraint, interference, coercion, discrimination, or reprisal against persons who pursue discrimination complaints, against their representatives, or because of opposition to unlawful discrimination.

An employee or applicant who believes that he/she has been discriminated against, must first consult with an EEO Counselor within 45 calendar days of the incident, or if a personnel action, within 45 calendar days of its effective date.

An employee or applicant who wishes to be an agent for a class of present and/or former employees or applicants and who believes he/she has been discriminated against, must first consult with an EEO Specialist, Civil Rights Staff, ACT-9, within 45 calendar days of the matter or, if a personnel action, within 45 calendar days of its effective date.

Effective March 7, 1998, non-bargaining unit employees may file a complaint of discrimination based on Sexual Orientation. This may be initiated through contacting an EEO Counselor within the same timeframes described above. This is not Federal Law. These new procedures are pursuant to the Secretary's Equal Employment Opportunity Policy Statement and were issued by the Department of Transportation on November 7, 1997. Bargaining Unit Employees that feel they have been discriminated against based on Sexual Orientation should contact their designated unions for information on the grievance process.

If you have any questions regarding the Discrimination Complaint Process, please contact a member of the Civil Rights Staff, ACT-9, at (609) 485-6675.



Executive Order 13160 Outreach Materials by Tammy Lusk, ACT-9

Executive Order 13160: Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs

On June 23, 2000, the President signed Executive Order 13160 prohibiting discrimination in federally conducted training programs. This Order is intended to supplement existing laws and regulations already in place. However, the order does specifically exclude certain populations and training programs from the terms of the order. Excluded are programs specifically and lawfully designed for a particular group of people, members of the armed forces, affirmative action programs and age-based admissions if for reasons related to health or national security.

Any person believed to be aggrieved by a violation of the order can file a complaint. Complaints filed under both this Executive Order and existing EEO laws should be consolidated and adjudicated under the relevant EEO statutes. If a person initially files a complaint under this Executive Order and then later wants to file another related EEO complaint, the two should be consolidated and transferred.

If you feel you have been discriminated against in a federal training program you must file a complaint within 180 days of the discrimination, however, for an EEO case the complaint must be within 45 days. A complaint should include your name, address and phone number. The complaint should also address whether you are a federal employee and whether involvement in the educational program was related to your employment. Also needed is a description of the discriminatory conduct in detail to inform the agency as to the nature and approximate date of alleged violation. Finally, the COMPLAINT MUST BE SIGNED.

For employees at the WJHTC, the complaint should be sent at this time to:

**Tammy J. Lusk, EEO Specialist
Civil Rights Office, ACT-9
William J. Hughes Technical Center
Atlantic City Airport, Atlantic City, NJ 08401
(609) 485-4814**

At this time, formal procedures for handling these complaints are still in development, however, the following guidelines below must be met.

Upon receipt of complaint, the investigating office considers whether the complaint is complete and timely or whether it should be consolidated. Additional information may be required. Cases may be dismissed if the complainant fails to provide additional information within 30 days.

If an informal resolution cannot be reached within a reasonable period of time (generally 45 days), you should initiate a formal investigation. The complainant should be notified of the formal investigation. The investigation should only take 180 days to complete and a report written. The report may make recommendations for any corrective and or remedial actions and be sent to the appropriate agency official. If there has been a determination that no violation has been made, a copy of the report is sent to the complainant and the respondent as well as the agency official.

The appropriate agency official has the authority to order corrective and or remedial actions, where appropriate. Complainant is entitled to all appropriate non-monetary, equitable relief such as placement in the next available educational program, development of an individualized training opportunity, cancellation of an unwarranted personnel action or the expungement of adverse materials from agency records, awarding of certificate, etc.

For further information on this Executive Order, please see the guidance materials provided online at <http://www.usdoj.gov/crt/cor/13160> or request a copy from an EEO counselor or the Civil Rights Office.



DISABILITY ACCOMMODATIONS

By Tammy Lusk, ACT-9

An individual is considered disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. Major Life Activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Also, a person who is in remission or who was temporarily disabled is covered under the definition. A qualified person with a disability is someone who, with or without accommodation, can perform the essential functions of the job in question.

An employer must provide reasonable accommodations for job applicants or employees with disabilities, unless that would impose an undue hardship. However, all cases involving undue hardship must be approved by the Secretary of Transportation.

The Department of Transportation Order DOT 1011.1 gives specific requirements with regard to the accommodation process. The following is a brief outline of the order.

THE INITIAL REQUEST: The disabled employee or their representative should request orally or in writing their request for an accommodation to the designated decision maker or their immediate supervisor. If the request is made to someone else, it should be forwarded. The request should be confirmed in writing if the initial request was oral.

THE DECISION MAKERS: Decisions should be made at the lowest possible organizational level. If the decision maker is unavailable, the request should be forwarded to a surrogate. The person receiving the request has 3 business days to forward the request to the decision maker and notify the employee who is the decision maker, explain how the request is being handled and begin the interactive process. If the employee is in a bargaining unit, the decision maker must contact his or her labor relations office to determine what labor relations obligations must be met.

PROCESSING THE REQUEST: The Order directs decision makers to process the request within 25 days absent extenuating circumstances. The process begins with a cooperative interactive process with the disabled individual.

The decision maker determines and documents:

- A) that the requesting employee or applicant is a qualified person with a disability,
- B) documents the essential functions of the job,
- C) determines whether a reasonable accommodation is necessary to perform the essential functions of the job or enjoy equal benefits and privileges of employment,
- D) Identifies, locates and purchasing appropriate equipment.

The Disabilities Resource Center (DRC) is a resource to use for advice and to identify possible accommodations. They need to be contacted early (within 2 business days) for advice, services, equipment etc if needed. In many instances, DRC will pay for the accommodation.

REASSIGNMENT: As a last resort, when an employee cannot perform the essential functions of his or her current position, and not accommodation is possible, reassignment is possible. The employee must be qualified for the new position. The Department is only obligated to offer 1 position without competition. The decision maker may look for positions within the same grade, pay, geographic location and agency and if nothing is vacant, they can also look to other grades and agencies within the Department of Transportation throughout the country.

→ **Next to page 13**

DISABILITY ACCOMMODATIONS

(continued from page 12)

MEDICAL DOCUMENTATION:

The decision maker is entitled to information to determine:

- The nature, severity and duration of the impairment,
- One or activities that the impairment limits,
- The extent or degree to which the impairment limits the activity,
- The reason why an accommodation is required,
- How the accommodation will assist in applying for the job or performing the essential functions of a job.

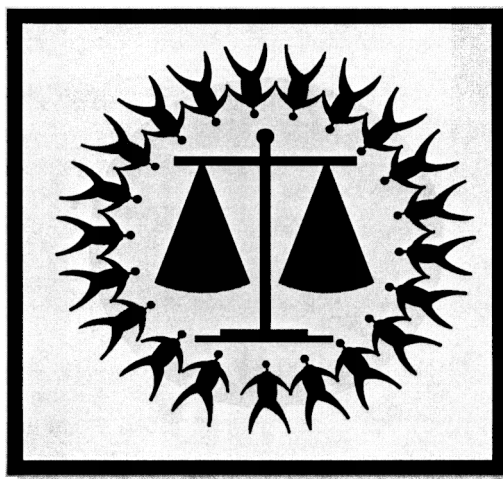
When appropriate, the decision maker should provide the professional with information describing the nature of the job, the essential functions the individual must perform and other relevant information.

DENYING THE REQUEST: A Denial should be in writing, specifying the reason for the denial and should also be made within 25 days absent extenuating circumstances. Reasons for denial would include

- Not a qualified individual with a disability
- Medical documentation is inadequate
- Accommodation would not be effective
- Accommodation would remove an essential job function
- Accommodation would lower performance or production standard
- Violation of terms of collective bargaining agreement
- undue hardship – NOTE: The Secretary of Transportation must approve all decisions of undue hardship

NOTICE OF APPEAL RIGHTS: The written notice of denial must also inform the requesting party that he or she has a right to file an EEO complaint and may also have rights under administrative and union grievance procedures. Should also explain Department's procedures for information dispute resolution

For further information, please contact Tammy Lusk, Esq., ACT-9 at (609) 485-4814, Jay Fox, Esq., ACT-7 at (609) 485-8232, The Disability Resource Center at (202) 493-0625, or PWD Program Managers, Ken Stroud at (609) 485-6565, Samuel Wilson at (609) 485-6249.



Technical Center Wins Prestigious International Video Awards



The Technical Center has received two honors in the 24th annual Telly Awards. The Center's Advanced Imaging Division won the prestigious award for two videos it produced in 2002—"Mediation: Working Together" and NEXCOM: System Demonstration One."

"Mediation: Working Together" depicts the benefits of mediation as an effective and desirable alternative to the more formal processes traditionally used to resolve disputes, particularly equal opportunity disputes. The video was produced in cooperation with the Technical Center's office of civil rights, counsel's office and the agency's dispute resolution staff.

"NEXCOM: System Demonstration One" made its debut at the 2002 Air Traffic Control Association convention, in Washington. The dynamic video outlines and demonstrates the promising benefits of the future of digital radio communications for controlling air traffic. The NEXCOM video also recently won the Communicator Crystal Award of Excellence for 2002, in the government/federal category. The Communicator Award is an international program founded by communications professionals to recognize excellence in the communications field. The awards are judged solely on quality, creativity and resourcefulness.

These two videos are the sixth and seventh produced by the Technical Center to win Telly honors.

A number of Technical Center and FAA people are responsible for the Center's attaining this creative achievement. They are: Robert Marks, Dale Dingler, Ron Meilicke, Verna Artis, Frank Merlock, Ann Kertz, Mike Gross and Sue Wall, Advanced Imaging Division; Jay Fox, Counsel's Office; Richard Newman and Kimberly Tweedle, Civil Rights Office, Alice Reese, Facility Engineering and Operations Group; Fern Feil Kaufman, FAA Dispute Resolution Office; Andy Colon and Deborah Fontana, Telecommunications Infrastructure Air/Ground Communications Group; and Susan Burmester, Sandy Anderson and James Eck, FAA Office of Communications, Navigation and Surveillance Systems.

The Telly Awards were founded in 1980 to showcase and recognize outstanding non-network and cable TV commercials. The Telly Awards have become a well-known, highly-respected competition for people who create commercials, films and videos. The Telly is one of the most sought-after awards in the TV, commercial and video industry.